

COMMON FORMS.

Serial Number	Authority	Form No. or page of Manual	Name of the form or register
1			Acknowledgment card
2			Do form
3			Application for leave of Gazetted Officers
4			Do other officers
5	15	15	Arrears list
6			Attendance register
7			Bill register
8	16	16	Cash or credit bill books
9			Casual leave register
10			Character books
11	17	17	Character report of Non-gazetted officers
12	17 a	17A	Covering memo for sending bills for audit or for countersignature
13	17 b	17B	Public Service Commissioner's forms A, B, C, D and E.
14	18	18	Do do C2, C3 and C4
15	19	18A	General Receipt register
16			Personal register
17	20	19	New case register
18			Periodical register
19			Stock list of periodicals
20	21	20	Current register of petitions
21			Stock list of register
22			Record is-ue register
23			Record-keeper's circular
24	22	21	Letter form (medium) ½ F. C. size
25	23	22	Do (small)
26	24	23	Economy slips
27	25	24	Endowment cards (Kan.)
28			Do (Eng)
29	26	25	Do forms (Eng) (Big and small)
30			Do forms (Kan.) do
31	27	26	Forms issue book
32	28	28	Forms stock register
33	29	29	"From" register
34	30	30	Memorandum forms
35	31	31	Peon's book
36			Reminder forms
37	32	32	Receipt form (for payments made) Eng. and Kan.
38			Service post card
39	33	33	Indent for stationery
40			Indent for forms
41	34	33A	"To" register
42			Order book
43	35	33B	Fair copy register
44	36	35	
45	37	36	
46	38	46	
47	39	48	
48	40	49	
49	41	49A	
50	42	49B	
51	43	50	
52	44	53	
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12. No. M. 800-1—P. & S. 3.44-2, dated 1st August 1944.

Sanctions the supply of combined memo forwarding cheques or documents.

13. No. M. 1214-80—P. & S. 41.43-50, dated 15th August 1944.

Sanctions the supply of the following financial forms and registers 1 to 64 as per list appended, as common ones to all Government offices (*vide* list attached).

B. KRISHNASWAMY CHETTY,

1388

Superintendent.

OFFICE OF THE SECRETARY, GOVERNMENT PRESS COMMITTEE, BANGALORE.

Standard List of Financial Forms.

Serial Number	Authority	Form No. or page of Manual	Name of the form or register
			M.C.A.C. Vol. I
1	...	1	Acknowledgment to receipt of money
2	...	4A	Register of Objection Slip and Refrenchment Orders.
3	...	2	Chellan for payment of money into treasury.
4	...	3	Chellan for payment of money by cheques
5	...	4	Payee's Receipt
6	...	4B	Register of Special Advances
7	...	6A	Register of Bills sent to Local bodies and other departments.
8	...	7	Last Pay Certificate
9	...	8	Register of Powers of Attorney, Probates, Certificates, etc.,
10	...	9	Application for Europe Family Remittance
11	...	11	Gazetted Officer's Salary Bill.
12	...	12	Report of Transfer of Charge
13	...	13	Travelling Allowance Bill
14	...	14	Detailed Statement of Establishment as it stood on 1st July.
46	...		Statement of Rent deducted in the Establishment bill of ... for the month of ...
47	...		Combined pay bill and acquittance roll.
48	...		Account book of service postage stamps
49	...		Stock verification report
50	...		Application for commutation of pension
51	...		Statement of deductions in pay bills on account of Income-tax.
52	...		Statement showing the recovery on account of Court attachment from the pay of Government officers.
53	...		State Life Insurance proposal form.
54	...		Certificate by proposers official superior
55	...		Form of Affidavit of age
56	...		Report of death of insured person employed in the office of ...
57	...		Extract from the Service Register in regard to date of birth.
58	...		Application for compassionate gratuity
59	...		Statement of leave calculation
60	...		Columnar cash book in 2 sizes
61	...		Register of valuables received in the office of ...
62	...		Register of Civil Court decrees
63	...		Register of bills cashed at the Treasury
64	...		Taken bill register
			Personal Ledger

B. KRISHNASWAMY CHETTY,
Secretary, Press Committee.

OFFICE OF THE DEPUTY REGISTRAR OF CO-OPERATIVE SOCIETIES, BANGALORE CITY DIVISION, BANGALORE.

Notification No. 956—C. S., dated 8th September 1944.

It is hereby notified for the information of the public, that the following persons are appointed as authorised Agents in connection with the sale of Post Office twelve years National Savings Certificates under Small Savings Scheme, sanctioned by the Government of Mysore. The places for which they have been